



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

March 23, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

QUARTERLY REPORT FOR REQUEST FOR PROPOSALS FOR MEDICAL MALPRACTICE AND HOSPITAL LIABILITY CLAIMS ADMINISTRATION AND LEGAL DEFENSE MANAGEMENT SERVICES

On December 20, 2005, on a motion by Supervisor Yaroslavsky, your Board instructed the Chief Administrative Office (CAO) to facilitate the creation of a working committee, with representatives from the Departments of Health Services, Coroner, Mental Health, Sheriff, Fire, and County Counsel, to develop program performance and requirement language for the solicitation of medical malpractice and hospital liability and legal defense management (medical malpractice) services; meet regularly and work collaboratively with the working committee towards the development of a Request for Proposals (RFP); provide a written plan of action and timeline to your Board in 30 days; and provide quarterly reports to your Board until recommendations for medical malpractice services are presented to your Board. This memorandum is the first quarterly report on the RFP solicitation process. On January 19, 2006, the CAO provided your Board a plan of action and timeline of major milestones to complete the RFP process and submission to your Board recommendations for medical malpractice services.

The CAO established the working committee to develop the RFP, and its first meeting was held on January 18, 2006. The working committee has regularly met since January 18, 2006, to develop the RFP's statement of work, and the method and factors to measure performance and outcomes. In addition, the CAO recently contracted with **Advanced Risk Management Techniques (ARM Tech)**, a consulting firm with **experience** and expertise in claim management and claim third party administrator (TPA)

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performance auditing, to assist in the RFP solicitation process. Specifically, ARM Tech will review the RFP document and provide recommendations to the working committee to improve the effectiveness of the RFP solicitation process and RFP document; develop a proposal evaluation method and documents for utilization by the County's evaluation committee; and in consultation with County staff, as needed, resolve issues during the contract's negotiation and approval. ARM Tech attended the March 22, 2006, working committee meeting.

As expressed in the RFP and contract recommendations timeline previously provided to your Board, the RFP for medical malpractice services is scheduled to be released on April 20, 2006. Based on progress, to date, the working committee is on schedule to meet the April 20, 2006, release date.

If you have any questions, please contact me or your staff may contact Rocky Armfield, County Risk Manager, at (213) 351-5346.

DEJ:RAA
JWS:mtm

c: Sheriff
Executive Officer, Board of Supervisors
County Counsel
Coroner
Fire
Health Services
Mental Health